

FY 2009-10 BUDGET PREPARATION SCHEDULE

<u>DATE</u>	<u>ACTIVITY</u>	<u>DEPARTMENT</u>
Mon, Dec. 1	Distribute Council Priority/Request Form	Town Council
Thurs, Jan. 1	Publish Budget Schedule/Describe Civic Input Process	Public Information
Mon, Jan. 5	Distribute Budget Preparation Packet	Administrative Services
Mon, Jan. 12	Work Session: Mid-year Budget Review	Administrative Services
Fri, Feb. 6	Community Donation Requests/Civic Input Due Council Priorities Submitted to Town Manager	Town Manager Town Council
Thurs, Feb. 12	Budgets Submitted to Adm. Services Dept. Revenue Estimates Submitted	All Departments Finance
Week of Feb. 17	Town Manager & Director of Adm. Services Meet with Department and Division Heads	Town Manager and Administrative Services
Fri, Mar. 20	Finish Draft Version of Budget	Town Manager/Administrative Services
Wed, Apr. 1	Distribution of Proposed Budget to Council	Administrative Services
Mon, Apr. 6	Distribution of Proposed Budget to Public	Administrative Services
Mon, Apr. 13	Budget Work Session (7:30 p.m.)	Town Council
Sat, Apr. 18	Budget Work Session (11:00 a.m.)	Town Council
Tue, Apr. 21	Budget Work Session (7:30 p.m.)	Town Council
Fri, May 1	Submit Legal Notices to Papers for Publication	Town Clerk
Fri, May 1	Posting of Tax Rate Notice	-----
Mon, May 11	Public Hearing on Proposed Budget (8:00 p.m.)	Town Council
Tue, May 19	Budget Work Session (7:30 p.m. - Discussion of Public Hearing Comments	Town Council
Mon, June 1	Public Hearing on the proposed tax rate (8:00 p.m.)	Town Council
Mon, June 15	Adoption of Budget & Appropriation of Funds	Town Council

Revised 1/09